

CLASSIFICATION SECRET/SECURITY INFORMATION		SECRET	
CENTRAL INTELLIGENCE AGENCY		REPORT	
INFORMATION REPORT			
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<small>THIS DOCUMENT CONTAINS INFORMATION AFFECTING THE NATIONAL DEFENSE OF THE UNITED STATES, WITHIN THE MEANING OF TITLE 18, SECTIONS 793 AND 794, OF THE U.S. CODE, AS AMENDED. ITS TRANSMISSION OR REVELATION OF ITS CONTENTS TO AN UNAUTHORIZED PERSON IS PROHIBITED BY LAW. THE REPRODUCTION OF THIS FORM IS PROHIBITED.</small>		THIS IS UNEVALUATED INFORMATION	

1. This report includes all the basic regulations governing the handling of secret correspondence which are stated in the order of the Ministry of Armed Forces of the USSR, No 060-1948 and in the instructions of MVS-USSR No 087-1948. Many of the forms, which are applied to secret correspondence, appear with the text. In certain of the forms, there may be inaccuracies which do not affect the general principle and structure of the secret correspondence. On the other hand, many of the forms which have been described, show graphically the whole sequence of the secret documents used in the Armed Forces of the USSR. There is no "made up" material in the manuscript. There are written only those regulations which

2. Secret correspondence among the staffs of institutions, installations and establishments of the Soviet Army is carried on in accordance with MVS (Ministry of Armed Forces) Order No 060-1948, through secret units or sections. The Chief of Staff of the unit, institution, installation or establishment is directly responsible for organizing the work of the secret files.
3. The number of persons officially employed in the secret units is determined by the table of organization and depends upon the size of the official staff. In the regiment, enlisted men and non-commissioned officers on regular or extended service are assigned to this work. In division headquarters and upwards, officers are assigned as chiefs of the secret sections. In battalions that form part of regiments there are no secret files, with the exception of separate battalions on special assignment. The secret files are an integral part of any headquarters with regard to secret matters. The procedures observed in the work of this organ are as follows:

The Rules for Secret Correspondence

4. Documents that contain secret or top-secret information are classified as secret by the person who draws up the documents in question, regardless of their destination. In the event that classification of the document has not been made correctly, the Chief of Staff or the commander of the unit has the right to change it. There may be instances in which documents are declassified if

CLASSIFICATION SECRET/SECURITY INFORMATION		SECRET	
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ARMY	<input checked="" type="checkbox"/> AIR	<input checked="" type="checkbox"/>	REC X FB IX

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they contain non-secret information. It is obligatory upon the addressee to notify the headquarters that forwarded such a document that this has occurred, indicating the reasons for declassification, and to pass it on to be filed in non-secret files. A headquarters which receives notification of the declassification of its document withdraws the copy from the secret files and also passes it on to the non-secret files. In place of the withdrawn copy of the declassified document a substitute document is put into the secret file as illustrated below:

SUBSTITUTE DOCUMENT

The three page secret order of the Commander of the 128th Corps from 10 July 1951, was extracted and filed in File No 3 (or destroyed---see report from 25 October 1951--incoming report No 0610). The signature of the Chief of the Secret Section appears below.

5. The classification of the document may be changed from "secret" to "top-secret" and vice versa, depending upon the importance of the document.
6. It is forbidden to make notes of a secret character upon separate sheets, in pads, or on scraps of paper and to take secret documents home from headquarters, as well as to keep them in one's pockets or wallets.
7. Persons responsible for the loss of secret and top-secret documents will be held for trial by a military tribunal.
8. Headquarters possesses the right of carrying on secret correspondence. In the event that an enlisted man wishes to make a personal statement in which he presents any information that includes items of a secret nature, he is obliged to send his letter via the secret section of unit headquarters in accordance with established procedure.
9. Enlisted personnel who come into direct contact with secret documents are forbidden to talk about their contents in the presence of strangers. Administrative measures will be applied against those who violate this rule.
10. Secret documents may not be transmitted from one person to another without the knowledge of the secret section [or] unit.

The Registration of Secret Documents

11. All secret and top-secret documents, outgoing as well as incoming, are carefully registered. Their registration, storage and safeguarding are the duty of the chief of the secret unit or section, who is directly responsible for the condition and maintenance of the secret files. A description of the general rules follows.

Secret Files

12. The secret files are kept for one year--from 1 January to 31 December. At the end of the year there is held a general inventory of the secret and top-secret files that are to be maintained at the beginning of the new year. The files are distributed according to staff services, and each of them contains secret documents of a certain character. Orders and directives of higher military staffs or of the MVS are filed in separate files. All files are numbered. A label is glued to the first page of the cover.

FORM OF LABEL

9th Tank Division File No 10
Correspondence concerning personnel from: January 1, 1951 to: December 31, 1951 No of pages: <u>800</u> Term of effect: <u>5 years</u>

In being:

The label specifies: the number of the file according to the list, the name of the file (depending upon the contents of the documents, the date the file was begun and completed (when the file was closed), number of pages which are in the file, and the term of effect. The label is arbitrary in size. Classification of the secret file is placed in the upper right hand corner.

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In each individual safe there is a list of the files and of the secret material kept in it. This makes it possible to find a needed file and document quickly.

13. All secret and top-secret materials are filed in one file or another, depending upon their contents, and are numbered. In each individual file there is a list of the papers it contains.

LIST

Documents which are in file No 5

Entry No	Dispatch No	Name of Document	Number of Pages	Number of Pages in File	Remarks
1	2	3	4	5	6
0413	0410	Order of the Commander of 9th Tank Division	4	1-4	
0420	0321	Order of MVS-USSR	6	5-10	
-	0213	Report of the Military Staff 23rd Tank Regiment	3	11-13	

All the documents which are included in the file are written in this list. The list is always kept with the file.

LIST

Secret and top-secret files for 1952 - 9th Tank Division

No Order	Name of File	No of File	Beginning	Completion	Number of Pages	Term of Effect	Remarks
1	2	3	4	5	6	7	8
1	Orders of MVS-USSR (Ministry of Armed Forces) etc	01	01.1.52	31.12.52	300	2 years	

In the list, all the files are arranged in order--account books, receipt books, etc. It is signed by the Chief of Staff and approved by the commander of the unit. Column 1-3 indicate the content of the list; the remaining columns correspond to their headings.

The list of files is a secret document and is next for general purposes with all the other documents. It is not permitted to enter a change or correction (except within limits). The right to change the list of files belongs to the Chief of Staff or to the commander of the unit.

In addition, for each secret file there is kept a substitute card, which is a document that records the issue of a file to a person for temporary use within headquarters limits.

Substitute Card of File No 5

To whom the file is given	Number of Pages	Date and Signature in receipt of the file	Date and Signature in dispatchment of the file	Remarks
Chief of Service Department	450	10.5.51 Furmaiskij	10.5.51 Tusiskij	

When a secret file is given to another executive the following entries are made on the substitute card: to whom the file is given, the number of pages in the file, and the date and the signature of the executive in receipt of the file. When the file is returned to the secret unit, the Chief of the unit signs the substitute card in acceptance of the file.

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In the event that a file becomes full, it may consist of several volumes under the initial number (Volume 1, 2, 3 and so forth). At the end of the year all secret files are closed and bound, and wax seals are affixed. On a page glued on at the end of the file a note is made, approximately as follows: "In file No 23 250 (two hundred and fifty) pages have been numbered, bound, and secured with an emblematic wax seal." This is followed by the signature of the Chief of Staff.

14. Separate files may be maintained for top-secret documents, and these as a rule are kept in more secure safes. Secret instructional literature and orders of the MVS of the USSR that are published in book form are not put into the files.

Procedure for Registration of Documents

15. All secret and top-secret documents and literature, outgoing as well as incoming, are registered in incoming and outgoing log-books intended for this purpose.

(Beginning of Form)

No Order	Entry No of Documents	Dispatch No of Document	Origin of the Material or where the Document has been sent	Content of the Document	Number Of Documents	Number of Pages
1	2	3	4	5	6	7
1	0210	0312	From the Staff of GVO	Conservation of Military Machines	1	4

(Continuation of Form)

Who Executes the Document	Receipt upon Receiving the Document	Receipt upon the Dispatch of the Document	Dispatch No of the executed Document	No of the Log-Book of Duplication	Location of the Document	
					No of File	No of pages in file
8	9	10	11	12	13	14
	12.5.51 [Signature]	19.5.51 [Signature]	078	341	5	74-77

Secret and top-secret documents are registered in this or some other log-book, depending upon their type. The forms of the outgoing and incoming log-books are identical. Their names are written on the label.

16. All secret correspondence that comes into the unit as well as documents executed within the unit are handed over to the secret section. After they have been registered in the proper log-book, a serial registry number and date of registration is put on each individual document. For example: "VKh 0315" (VKh is the abbreviation for Vhodyashie 25.10.51 or incoming). This notation indicates: incoming document, whose serial number according to the incoming log-book is 0315 (a top-secret document will have two zeros in front of the number: 00315) and finally, date of registration--25 October 1951. An outgoing document will have in front of the serial registry number the letters: "ISKh 0210" (ISKh is the abbreviation for Ishodyashie or 25.10.51 outgoing). The rest is just the same as for an incoming document. Incoming and outgoing log-books are registered in the general list of files. It is not permitted to change their form or to replace them. A new log-book may be started only upon the completion of the preceding one. No change whatsoever may be made in these log-books without the authorization of the Chief of Staff after it has been determined why such a change is necessary.
17. All entries in the incoming and outgoing log-books are made in ink only, legibly and without blots. Any erasure or correction, unless explained, is not permitted. A description of the procedure for registration of documents is given in the form for the registry log-books.

Presentation of Documents for Report

18. After secret documents received from higher headquarters have been registered, they are presented for report to the Chief of Staff of the unit. In the event that the documents are examined immediately, the chief of the secret section waits for the results of the decision. But more often than not the Chief of Staff retains the documents to report on them to the commander. In this event the chief of the secret section hands the documents over the Chief of Staff after the latter has signed a register to indicate he has received them, and from that moment he bears the responsibility for their safety.

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19. On documents presented for report, the commander of the unit or the Chief of Staff writes a resolution requiring certain officials to execute them, and then the documents are returned to the secret unit. The chief of the secret unit checks the returned documents against the register, that is, he checks their quantity and their numbers; if all is in order and all the documents are present, the register is destroyed, and from that moment responsibility for the documents is transferred to the chief of the secret section.
20. There may be instances in which the Chief of Staff keeps part of the documents and returns the remainder to the secret section. In such instances the chief of the secret unit makes a note in the register against the documents that have been returned and keeps the register until all documents entered in it have been returned. After the report has been made, execution of the documents is undertaken in accordance with the endorsements written on them by the commander of the unit or his Chief of Staff.

Procedure for Issuance of Documents to Executors

21. All documents bearing the endorsement "for execution", addressed to a certain official, are transmitted to him for execution. Every such person takes the documents intended for him in accordance with the registry log-book or substitute card; every executor, when he receives a document, must check its number against the registry log-book and sign for its receipt and then record it according to Form No 5 in his work portfolio.

LIST

SECRET DOCUMENT BELONGING TO THE EXECUTOR

No Order	Entry No of Document	Dispatch No of Document	Type of Document	Number of Documents	Number of Pages	Number of Pages of Rough Draft	Date and Signature in the Dispatch of Document to secret unit
1	2	3	4	5	6	7	8

22. The executor may at any time during his work borrow files or individual documents from the secret unit and also secret instructional literature for his guidance. The issuance of documents, in such instances, is as a rule registered in the substitute card contained in each file and individual pamphlet ie orders and circulars of the MVS, instructional literature.
23. The issuance of documents is registered in the incoming log-book when they are being initially executed, but afterwards, only on the substitute card. When the documents are returned to the secret unit, the chief of the secret unit signs for their receipt in the executor's Form No 5, in the registry log-book, or on the substitute card. The executed document is filed in the proper file. Substitute cards are put into returned files or books.

The Work Portfolio, the Work Notebook, the Notebook for Personal Notes on Secret Material

24. Every staff official of the unit has a work portfolio and a work notebook.
25. The work portfolio serves for the storing of secret documents in the executor's possession. The work portfolio is constructed in such a way as to make it impossible for documents that have been placed in it to be removed when the portfolio has been sealed. All work portfolios have the proper number that belongs to the secret unit.

LABEL OF WORK PORTFOLIO

9th Tank Division
Work Portfolio No 30
Chief of Service Section
Major Orlov

The label is prepared in arbitrary form. On the label of the work notebook is added [the date] of beginning and completion.

A similar label is glued also on the work notebook. The title of the work notebook is "Work Notebook." (The numbers of the portfolio and notebook are identical.)

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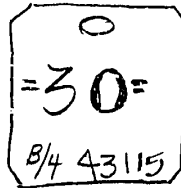
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The work portfolio is kept permanently in the secret section and is issued to its owner when necessary. Work portfolios are issued according to special metal tokens. A numbered wax seal is issued to each staff official for the sealing of the portfolio. The numbers of the work portfolio, token and seal are identical.

Seal

Metal Disc

Metal Disc



The metal disc, just as the seal, is prepared according to conventional designation. The diameter of the seal is usually about 1.5 centimeters. The metal disc is prepared in arbitrary form and size.

The tokens and seals are assigned to the executors, who sign for them when they are initially issued. The token and seal are carried on the person. When the work portfolio is received, the token is handed over to the secret unit; and vice versa when the portfolio is given up, the token is returned. Upon completion of work the work portfolio is sealed and handed over to the secret section for safekeeping. No one has the right to open a work portfolio except its owner. The executor keeps his work notebook, secret documents and Form No 5 in the work portfolio. Form No 5 is a list of the documents kept in the portfolio and defines their movement.

26. The work notebook serves for making rough drafts for the execution of secret documents. It must be numbered, bound, and sealed with an emblematic wax seal. Work notebooks are registered in the secret section of unit headquarters and are held secret. Any official secret note whatsoever must be made only in such notebooks. Secret notes on separate sheets or scraps of paper are strictly forbidden. The executor may write in the work notebook everything he considers necessary. Upon completion, the work notebook is handed in to the secret unit, where it is destroyed in accordance with established procedure. A new notebook is kept in place of it, and the number of this new one remains the same as the previous one. It is forbidden to take the work notebook home.
27. The notebook for personal notes on secret material is in the possession of all officer personnel. Into this notebook usually are entered lectures or plans and summaries that contain secret information. In the majority of cases all these notebooks are used in officers' classes in order to prevent the possibility of notes on secret material being written on separate sheets of paper, and they are kept in the secret sections of military units, in work portfolios or in a separate box.

The Processing of Secret Documents

28. Every secret document must be processed, if its contents so require. The person in official capacity to whom a document is addressed takes it from the secret unit in accordance with established procedure and sets about to execute it. The forms for processing of documents are various and depend upon the decision of the commander or Chief of Staff. The endorsement on the document is at one and the same time an authorization for the executor and a requirement for the processing of the document.
29. Documents received for processing are registered in accordance with Form 5 and are processed in rough form in the work notebook. When the work on a document has been finished, the document is typed up.

The Machine Bureau (Reproduction Unit)

30. At large headquarters, machine bureaus are organized for the typing and duplicating of secret and top-secret documents. They are located, as a rule, in rooms adjoining the secret unit. Here typists with typewriters are gathered from all sections of headquarters and work under the general direction and control of the Chief of Staff. One of the typists is appointed supervisor. Her duties consist of the distribution of material for typing, taking into consideration their priority; of processing; maintenance of work schedules and work discipline; keeping records of typed and duplicated documents; keeping

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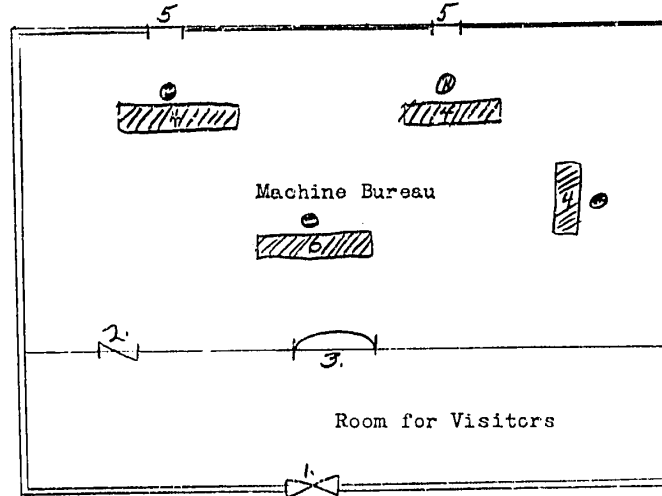
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records of carbon paper; inspecting working spaces upon completion of work; sealing the rooms of the machine bureau; and turning them over to guards. In small headquarters, as a rule, there are no machine bureaus, and documents are typed directly by the services.

Approximate Plan of Machine Bureau Room



Conventional symbols: 1- door leading into room as a whole; 2- door leading into the room where the machine bureau is located; 3- window for transaction with the machine bureau; 4- work places of the machinists; 5- windows; 6- table for receiving and issuing of documents. Entry to the machine bureau is forbidden to outsiders. Transactions with the machine bureau are conducted only through the window. In the majority of cases, there is no machine bureau in the division staffs. The documents are printed immediately in the sections and service [centers]. There, when possible, they are arranged according to the above plan.

The Duplicating of Secret Documents

31. The number of copies of secret documents depends upon the number of addressees and must not exceed the number required by them. Superfluous secret documents are destroyed in accordance with established procedure. All secret documents are typed in not less than two copies. The first copy is sent to higher headquarters; the second is filed in the file of the unit. In the event that there are several addressees, the secret documents are sent out in copies, the principal addressee receiving the original of the document.

MVS - USSR

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Military Unit

.2943

10 May 1951

No 0127

(Stamp)

Secret

Copy No 1

To the Commander of 9th Tank Division

From: Rieza - Military Unit pp-43115

Copy: to Chief of Political Department

To: Military Prosecutor - 9th Tank Division

The text and the signature of the sender follow.

Orders, directives, and other official instructions are sent out in duplicated copies; the original remains in the file of the unit.

32. A postscript is added to the reverse side of every secret and top-secret document, in the lower left-hand corner. For example:

Typed in 10 copies

Copy No 1 - to the file

Copy No 2 - to addressees

Duplicator operator - Ivanov

Typist - Petrova

10.12.51 No 315

Rough draft in work notebook

Typed in 2 copies

Copy No 1 - to addressee

Copy No 2 - to the file

Duplicator operator - Ivanov

Typist - Petrova

15.12.51 No 350

No rough draft

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33. The distribution of the duplicated secret documents is shown on the reverse side of the original. Each copy has its serial number and the designation of the unit to which it is intended to be sent. Secret documents may be typed from dictation. In this case the room in which a document is being produced must have thick walls to rule out the possibility of overhearing.

Keeping Records of Duplicated Documents and of Carbon Paper

34. Records must be kept of all secret documents being executed. For this purpose log-books are kept in the machine, bureaus or staff sections to record the duplicating of documents.

(Beginning of Form)

Ordinal Number	Where and to Whom the Document is Addressed	Type of Document	Date of Printing	Signature of Machineist in Receipt of Rough Draft	Who executed the Document
1	2	3	4	5	7
1	Commander of 9th Tank Division	Report concerning Ch.P.	20.5.51	Petpalya (sig)	Cndr Ivanov

(Continuation of Form)

Number of Documents	Number of Pages	Signature of the Executor in Receipt of Documents	Number of Pages of Rough Drafts	Under What Number the Document is Registered in the Log-book
8	9	10	6	11
two	four	Ivanolet (sig)	4	010

The number under which the document is registered in the incoming or outgoing log-book is written in the duplication log-book by the chief of the secret section or unit.

The ordinal number serves as an account of the duplicated documents.

In small headquarters, where there are no machine bureaus, the duplicating log-book is kept only in those services where the movement of secret papers is concentrated to the largest degree. The remaining staff sections and services register typed and duplicated documents in any duplicating log-book that is available. The appropriate person or the typist registers the documents in the duplicating log-book.

35. The number under which a document has been registered in the duplicating log-book must be put on all copies. If the text is handwritten, the number is entered on the document by hand; however, if the text has been typed, then the duplicating number on the document must correspond to the text.
36. After the typing or duplicating of secret documents has been finished, the appropriate person takes them from the typist, signing for them in the duplicating log-book, and registers them in his Form No 5. After these documents have been signed by the proper officials, the appropriate person gives them to the secret unit to be forwarded to the addressees. The chief of the secret unit takes the indicated documents from the appropriate person, signing for them in his Form No 5, and registers them in the outgoing log-book. In the event that the document is being processed only for guidance within unit headquarters and is not being sent out anywhere, it will have one copy and be registered in the secret unit in the incoming log-book.
37. It is not permitted to make copies and duplicates of secret documents that are received from higher headquarters. For guidance in his practical work a person concerned may copy into his work notebook from any order, directive, or instructions, the principal details that are of interest to him.
38. A record must be kept of carbon paper used in headquarters. It is kept in the secret unit and is counted and signed for when issued to the processors. The processors, in their turn, register it in Form No 5 and keep it in work portfolios. Used carbon paper is returned to the secret unit to be destroyed. The receipt of carbon paper and its return to the secret

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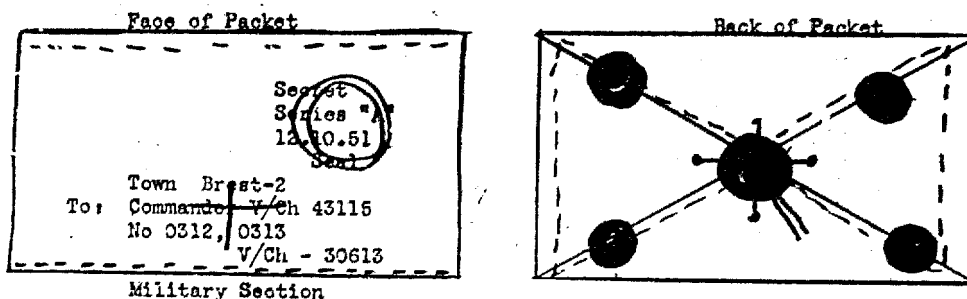
unit is handled in the same manner as for secret documents. This matter has a purely formal aspect. As a rule every processor has also unregistered, as well as registered carbon paper, and the former may always be found in the drawers of work tables, baskets, and so forth.

Acceptance of Secret Packages

39. Packages with secret documents that arrive in the unit are accepted by the chief of the secret section. Before packages are accepted, they must be examined carefully and their numbers checked against the numbers of the list. Then the wax seals and the threads with which the package is sewn are checked for tampering. If the packages have not been tampered with, and their numbers and destinations coincide with the list, they are accepted and signed for on the list. The signature on the list, which confirms acceptance of the packages, is stamped with an emblematic mastio seal. Packages that have been sent out incorrectly are returned to their senders. The envelopes or covers of packages are burned. Newly received documents are presented for a report. The address is written on the package in accordance with the conventional designation of the unit.

The Sending of Secret Packages

40. All secret documents intended to be sent to addressees are enclosed in envelopes. Heavy paper must be used for the envelopes or package cover to prevent the possibility of the contents being read through their cover. In the upper right-hand corner of the package are put the classification stamp and its series. The address is written in the center of the package, and a little below; the numbers of the secret documents placed in the package are written above a line. Under this line the address of the sender is indicated. The package is sewn up and sealed with five emblematic wax seals.



The packet is pierced in the middle by four punctures - crosswise. Both ends of the thread are tied in a strong knot on the reverse side with the ends remaining. Then the package is sealed five times with sealing wax (the ends of the threads must extend from the wax seal by 2-3 centimeters).

Large packets are punctured in the corners and not in the center. They are also sealed with wax five times.

A mastio unstamped seal with the conventional symbol of the unit is put on the face of the packet.

Packages intended to be sent out are entered on a list that consists of two copies. One of the lists remains in the file of the unit; the other is handed over with the packages to the courier. The courier delivers the packages to field communications or special communications for further forwarding to their destination, and the list, bearing confirmation of their receipt, is returned to the sender.

41. Within the unit or institute, secret packages are delivered to their addressees in accordance with a delivery register. (Its form is shown on Enclosure L.) In this case the packages are not sewn up but are merely sealed with an emblematic mastio seal. There is no limit to the number of seal impressions on the packages. Receipt of the packages in accordance with the delivery register must be confirmed by a signature stamped with a non-emblematic mastio seal.

The Drawing Up of Secret Documents

42. Every person who works out a document must observe elementary rules for drawing them up. Documents are processed on standard paper: a full sheet, a half sheet, or a quarter sheet. The text is written on one side of the sheet. The pages of the document are numbered. When

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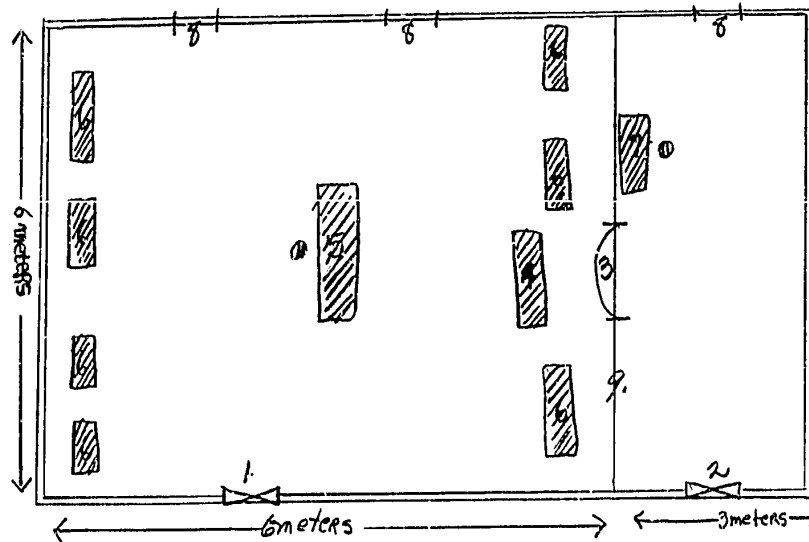
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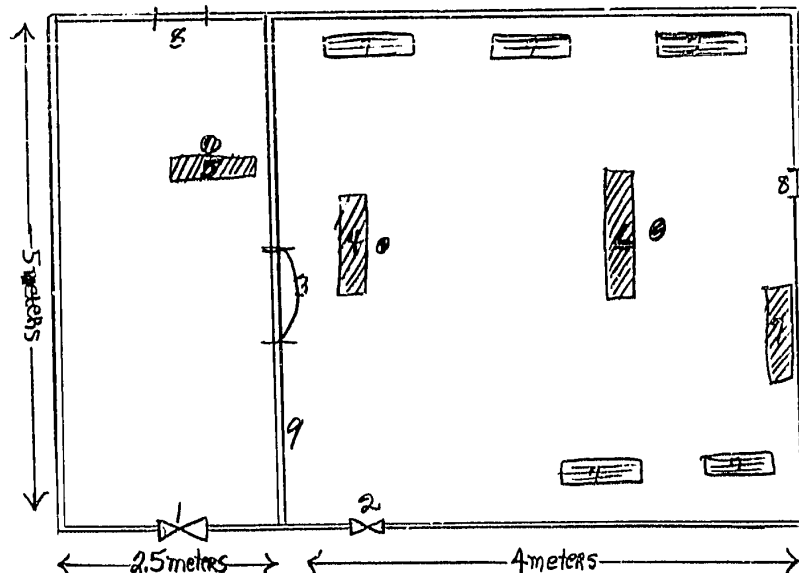
Conventional Symbols: 1- main door to the secret room; 2- door to the secret unit; 3-5- window and table for receiving and issuing documents; 4- table for visitors; 6- working place of the chief of the section; 7- safes; 8- windows; 9- plywood partition - 2 meters in height.

9th Tank Division (Rieza)



Conventional Symbols: 1-door to the secret room; 2- door to the room for visitors; 3-4- window and table for issuing and receiving of documents; 5- work place of the chief of the secret section; 6- safes, cabinets, drawers; 7- table for visitors; 8- windows; 9- the main wall.

23rd Tank Regiment (Oschatz)



Conventional Symbols: 1- door to the room for visitors; 2- door to the secret unit; 3-4- window and table for issuing and receiving documents; 5- table for visitors; 6- working place of the chief of the secret section; 7- safes, cabinets, drawers; 8- windows; 9- the main wall.

The secret sections are arranged so that there are two rooms, the secret unit is in one; the other for visitors. If space is not available for visitors, a small room is partitioned off from the side of the entrance (see plan of secret section of 12th Guards' Mechanized Division; the wall may be a heavy main wall, or simply a partition).

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44. All secret documents are placed in safes, cabinets, or boxes that are securely locked. If the boxes are of wood, they are reinforced with iron inside. Documents of special importance are kept in more secure safes.
45. Upon the completion of work all files and documents are stored in their various receptacles. Safes, cabinets, and boxes are locked and sealed, and the keys to them are kept by the chief of the secret section. The door to the room is also locked and sealed, and the keys to it are handed over to the staff officer on duty. The keys to all other official cabinets are kept on a board in the room of the officer on duty. In the event of natural calamities, such as fire or flood, all rooms in which secret and top-secret documents are kept (secret unit, cryptographic sections, mobilization records room, party records room) are opened immediately. Safes, cabinets, and boxes with secret files and documents are numbered and carried out in sequence according to their importance. The sequence in which documents are rescued and the place to which they are transferred from headquarters are defined in special instructions. Rescued documents are guarded by sentries. It is not permitted to remove seals and open safes in the absence of the chief of the secret unit, except in extraordinary cases, i.e., his serious illness, death, and the like. Secret rooms are guarded by sentries on duty around the clock, in three shifts. They are opened upon presentation of a pass in which the chief of the secret unit must give the hours during which they are to be opened, the date, and his signature.

MVS-USSR

Military Unit

- 43115 -

10 May 1951

No 25

(angular stamp)

(To the Chief of the Guard No 1)

- Pass -

To enter a secret room from 0900 hours to
2200 hours, 11 May 1951, for the Chief
of the Secret Unit -

Lt. Novikov

Chief of Staff - V/Ch 43115

Guards' - Colonel Pavlov



A pass is given daily for the examination of a secret room. On the reverse side of the pass, the following entry is made:

"The secret room was opened at 0900 hours - 11 May 1951.

Chief of the Secret Unit,

Lieutenant Novikov"

The pass remains with the Chief of the Guard and is put into the permanent report.

A sealed secret room is guarded by the chief of the sentry detail in accordance with the guard report form, in conformity with the guard duty regulations of the MVS of the USSR.

46. Before a secret room is opened, the cord and the impression of the wax seal with which it has been sealed are carefully examined for tampering.
47. Processors are forbidden to leave secret files overnight in their safes, cabinets, and tables.
48. Secret packages that arrive at headquarters after the close of the work day are accepted by the officer on duty and registered in a special log-book.

(Form of the Journal of Operations Duty Officer)

No of Order	Origin of Packet	No of Packets	No on Packets	Date and Time of Entry	Time and Signature of the Distribution of Packets in the Secret Unit
1	2	3	4	5	6
1	From V/Ch 43115	1	0312	14/06/51 2300 hours	15/06/51 - 0900 hours Lt. Novikov

The journal is always kept in the safe of the Operations Duty Officer. When the packets are received, they are not opened, but are sent to the Chief of the Secret Section.

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(Form of Receipt Book)

No of Order	To Whom and Where the Packet is Addressed	No of Packets	No on Packets	Date and Signature on Receipt of the Secret Packet
1	Commander V/Ch 	1	0415	25/05/51 - Novikov (unstamped mastic seal)

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When work begins on the following day, he hands the packages over to the secret unit. During the night the officer on duty keeps the packages in the duty room safe, which is closed and sealed with a numbered wax seal.


49. Secret instructional documents are kept and registered separately from the main body of documents.

Registry and Storage of Seals and Stamps

50. A separate list is drawn up for all seals on hand, both mastic and wax, emblematic and non-emblematic, and the various stamps.

Secret
Single Copy

LIST Seals and Stamps of 9th Tank Division

No of Order	Prints of the Seals and Stamps	Number	Signatures of the Officials Who Authorize the Seals and Stamps
1	2	3	4
	 (Stamped mastic seal with designation - 12th Guards' Mechanized Division)	1	Chief of Staff of Division Guards' - Colonel Pavlov 15/04/51

In this same order, all seals and stamps are then listed. They are issued to officials according to their designation.

They are issued to the proper officials, who sign for them in the list, and are kept as a rule in their private safes. The Chief of Staff keeps the emblematic seals and stamps, the latter more often than not are in the secret section, with conventional and actual designations. The emblematic wax seal is kept in the secret section. The remaining non-emblematic seals, stamps, and triangles are kept permanently by the proper officials.

Control Over the Handling of Secret Documents

51. The work of the secret units or sections is subject to periodic checks by higher headquarters and by their own personnel. As a rule such checks are conducted by personnel of the cryptographic service on the assignment of the Chief of Staff. The check covers: the processing of documents, their duplication, registration, sewing up, the presence of documents (ascertained by a random check), and their storage. Special attention is devoted to documents being worked on by executors, and the work places are subject to inspection: tables, private safes and cabinets, wallets and work portfolios, pockets and even baskets. These checks are aimed at preventing instances of loss of documents and define the general character of the attitude of officials with regard to their handling of secret and top-secret documents. Administrative measures are applied against persons who handle secret documents carelessly. Whenever a check of a secret unit is conducted, an official report is drawn up in which the condition of maintenance of the secret files is described, shortcomings are noted, and time-limits for their elimination are set.
52. The transmission of non-secret telegrams and telephone messages is also subject to systematic checking aimed at preventing the possibility of transmission of any secret information.
53. A check of secret units is conducted only if there is an authorization for it issued by the commanders of higher units, formations, and installations.

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54. A check within the unit is carried out upon the written order of the commander of the unit. A special commission to conduct the check is formed from among staff officers who are well acquainted with the maintenance of secret files. An official report must be drawn up for every check.

The Destruction of Secret Documents

55. Secret and top-secret documents may be destroyed by burning. They are destroyed when units are being disbanded (documents of higher echelons are subject to burning; internal documents are transferred to the archives. Instructional literature and orders for guidance are transferred to a higher headquarters. They are destroyed if there are extra copies; if they are documents no longer in effect (in accordance with instructions from above); and if there is no need to send out duplicated documents.
56. Commissions are formed for the destruction of unneeded secret documents. In the official report the numbers of all documents burnt and the number of copies are indicated. It is signed by all the members of the commission and is confirmed by the Chief of Staff or the commander of the unit. The chief of the cryptographic section is present, as a rule, when the documents are burned. The burning of the documents is accomplished in stoves especially equipped for this purpose.
57. The persons who are burning the documents must not leave them until they have been completely burned. After the close of the work day all rough drafts and other unneeded notes, as well as covers of packages, are burned. Used carbon paper, as it is accumulated, is burned in the same way.

The Transference of Secret Files to the Archives

58. Secret files containing internal documents covering past years may be kept for some time directly in the unit and then are transferred to the archives. The period for which the files are kept is determined by Order No 170. Secret documents of higher headquarters, as a rule, are not transferred to the archives but are kept in the unit and are used as guidance material. Before files are transferred to the archives, they are sewn up, and all documents sewn up in them must be distributed through the files according to content and importance. Files thus rearranged are numbered again if this is necessary. For example, certain documents are taken out of a file or new ones are put into it, and the previous numbering of the pages in the file is therefore no longer correct; they are bound and an emblematic wax seal is affixed.
59. A list in three copies is drawn up for secret files subject to transfer to the archives.

Secret
Example No

Approved
Commander of 9th Tank Division
Guard - Colonel Isaac
12/31/51.

LIST

Secret and top-secret files of the 9th Tank Division
which are subject to depositing in the archives of
the MVS-USSR.

No of Order	Type of File	No on Files	No of Pages	Term of Effect	Notation in the Acceptance of File in the Archives
1	2	3	4	5	6
1	Correspondence for Personnel	010	450	5 years	
2	Military preparation	013	810	3 years	
3	Accounts of 9 S M	015	535	3 years	

All files are then listed which are subject to depositing in the archives. The list is signed by the Chief of Staff of the unit.

One of the copies remains in the file of the unit; the other two are sent with the files to the archives. An officer employed in the secret unit is usually assigned to carry out the transfer of files to the archives, and two or three men with side arms are detailed to assist

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him and to guard the files en route. Secret files are carried in boxes or simply in sacks. These are sealed just like the others.

60. The files are handed over to the archives in accordance with the list. On one of the two copies delivered to the archives the chief of the archives makes a notation regarding receipt of the files, signs his name, and stamps it with an emblematic mastic seal. This copy of the list is returned to the unit and serves as confirmation of the actual transfer of the files to the archives. The third copy of the list of the files remains in the archives with the transferred files. The files are kept in the archives for the period fixed for this and then are destroyed according to established procedure.

The Work of the Secret Unit During Training Exercises

61. The activity of the secret section does not cease during field training exercises. As a rule two-thirds of staff personnel ride out to the exercises; the rest continue their work at their base. If the chief of the secret section has assistants at his disposal i.e., division headquarters personnel, he may be required to take part in the exercises or send his assistants. At a regimental headquarters there is one official employed in the secret unit. In this case he does not go to the exercises. Any of the clerks of headquarters functions for him at the exercises. On all days on which the exercises are held, the work of the secret section proceeds in the usual fashion, and no changes are introduced into the day's schedule.
62. For the period of the exercises, the Commander of the unit and the Chief of Staff leave behind staff officers whom they have designated as their replacements.
63. Secret instructional documents are registered and kept in accordance with established procedure. Similarly, headquarters carries on its usual activities at the field training exercises.
64. When the exercises are over, all documents worked out during this period are handed over to the secret unit and are registered in separate log-books.

/Available at CIA Foreign Documents Division is the original Russian language document from which the text was translated.7

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